



FLEET EQUIPMENT COORDINATOR

Purpose:

To actively support and uphold the City's stated mission and values. To plan, administer, organize and coordinate a variety of programs related to the equipment and vehicles managed by the Fleet Services Section.

Supervision Received and Exercised:

Receives general supervision from the Fleet Manager or from other supervisory or management staff.

May exercise technical and functional direction over other fleet staff.

Essential Functions:

Duties may include, but are not limited to, the following:

- Determine the cost effectiveness of off-site vehicle and equipment repairs; initiate contracted services repairs and off-site transport; authorize payment for services; and monitor the contracted service budget;
- Work with procedure staff to establish contracts for off-site repair services and/or initiate competitive quotes for contracted services and establish criteria for best management practices related to off-site repairs;
- Develop, write, update and verify new or existing vehicle, equipment, and vendor bid specifications; research cost effective products and services; and work with procurement staff to prepare and recommend contracts with appropriate vendors;
- Responsible for the recovery of manufacturer and contracted services warranty claims; establish and maintain the warranty recovery procedures and documentation to optimize recovery, organizational efficiency and reduce vehicle down time;
- Oversee vehicle accident repairs; establish responsible party and determine method of repair; interact with appropriate personnel in the department, Risk Management Section and insurance carrier to resolve accident damage;

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Fleet Equipment Coordinator (continued)

- Assure the completion of manufacturer safety recalls and repair bulletins; communicate to Fleet staff method of repairs and scheduling; determine the effectiveness of component testing and establish agreements with manufacturers and suppliers;
- Assist the Fleet Analyst as a technical expert in the development of vehicle purchasing contracts and bids; participate in the development of new or existing vehicle specifications; and recommend cost effective and operational strategies related to new vehicle purchases;
- Responsible for receiving all vehicles into the fleet; inspect all vehicles for specification compliance; resolve non-compliance issues with the supplier; and authorize payment for vehicles received;
- Create vehicle record in Tempe's fleet management information system; establish maintenance criteria; and initiate and finalize the in-service process;
- Responsible for vehicle out of service process and disposal including recommendations for the retirement of fleet vehicles and equipment and initiate, facilitate and finalize the out of service process related to the shop workflow and M5;
- Responsible for coordination of the monthly sale of vehicles and accounting for expenses and funds received;
- Fleet Agent for Tempe; responsible for the compliance with the Arizona Department of Environmental Quality Vehicle Emission Program; establish testing schedules and processes to ensure compliance of vehicles and employee inspector license renewals;
- Act as division liaison with user departments, contracted vendors, manufacturer representatives and municipal fleet counter-parts related to job function responsibilities;
- Oversee the inventory, fuel site ordering, maintenance and compliance process related to City owned and off-site fueling facilities;
- Perform related duties as assigned.

Minimum Qualifications:

Experience:

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Fleet Equipment Coordinator (continued)

Four years of increasingly responsible experience in automotive and equipment repair and maintenance, including experience with a wide variety of gasoline and diesel powered engines and multiple vehicle and equipment platforms.

Education:

Equivalent to the completion of the twelfth grade supplemented by course work in automobile and equipment mechanics.

Licenses/Certifications:

Possession and maintenance of (or ability to obtain within six months of hire), a valid Arizona Class A Commercial Driver's License (CDL)

Possession and maintenance of (or ability to obtain within six months of hire), an Arizona Department of Environmental Quality Fleet Agent License.

Examples of Physical and/or Mental Activities:

- Work in a stationary position for considerable periods of time
- Extensive reading and close vision work
- Climb stairways, ladders and work on elevated structures
- May work alone for extended periods of time

Competencies:

(Pending)

Job Code: 231

FLSA Status – Non Exempt/ Classified